

**SOCIAL MEDIA POLICY:  
 BLOGGING, ELECTRONIC SOCIAL NETWORKING, OR OTHER  
 ONLINE DISCUSSION GROUP PARTICIPATION**

**Revision Log**

Revision	Effective Date	Approved	Description of Changes
00	December 14, 2015	M. Barnett	<i>First Release</i>
01	January 6, 2020	A. Clark	<i>Supersedes Rev 00.</i>

**1. Purpose**

Sonstegard Foods provides employees with access to the Internet for work-related purposes. The Internet represents a useful tool for the Company in conducting its business but like any other tool, employees must use it for the purposes intended and not for their own private or personal purposes while in the workplace. Sonstegard Foods recognizes that participating in online discussion is a personal activity, but seeks to regulate such activity when it impacts the Company, Company employees or third parties who deal with the Company.

**2. Eligibility**

All Sonstegard Employees.

**3. General Provisions**

*During an employee's working time, or while using any Company-provided equipment or systems at any time*, employees are prohibited from writing, posting or otherwise contributing to: blogs, personal websites or webpages, listservs or mailing lists; social or other networking sites (such as Twitter, Facebook, LinkedIn, etc.); audio or video-sharing websites (such as YouTube, Snapchat, TikTok); or other user-generated electronic media, *unless* such activity is directly related to, and necessary, for an employee's performance of his or her job responsibilities.

*With regard to their activities outside of work*, employees should remember that information placed on any electronic medium, and data sent via other electronic methods (e.g., email and text message) may become public and permanent. Specifically, other employees, potential employees, vendors, customers of the Company, third parties and the general public may use electronic media to obtain information about the Company and its business activities. As such, all employees must consider the impression they create about themselves and the Company when they place information relating to or identifying the Company or its employees on any electronic medium. The Company expects that its employees will act responsibly and exercise good judgment and the highest degree of professionalism and confidentiality, as outline below, when communicating any information that concerns or identifies the Company or any of its employees. If an employee fails to act responsibly in that regard, the information that he or she communicates may have a detrimental effect on the Company, its employees, or others.

**SOCIAL MEDIA POLICY:  
BLOGGING, ELECTRONIC SOCIAL NETWORKING, OR OTHER  
ONLINE DISCUSSION GROUP PARTICIPATION**

Accordingly, if you choose to blog or participate in other electronic media when you are not working, on your own time and equipment, the Company asks that you observe the following guidelines:

- First, should you discuss the Company or your position at the Company online, you must take care to follow the Company's code of conduct and its policies, including, but not limited to, its policies regarding confidentiality of information, and its policies against workplace harassment, discrimination and retaliation. You should not discuss the Company, its management, or your supervisors or co-workers in a manner that is false, defames any individual or their reputation, or disparages the Company's products or services. Additionally, certain managers and executives are authorized to speak on behalf of the company at the discretion of the President. All other employees are expected to preface comments, posts, blogs, etc. with the following disclaimer; "The views expressed are that of my own and not on behalf of the Company, Sonstegard Foods and it's affiliates."
- Second, you may not disseminate any information about the Company or its personnel that could be considered proprietary, confidential, or intellectual property, and you may not use the Company's logo, graphics, trademarks, trade names, or corporate slogans. Remember that blogs and other media may be public and accessible to third parties, including the Company's competitors, vendors and customers. Thus, it is critical that you maintain the confidentiality of non-public Company information and abide by the terms of any confidentiality agreement that you have signed as well as the Company's confidentiality policy.
- Third, you should not discuss information you have obtained at work regarding the Company's customers, suppliers or vendors.
- Fourth, you should respect all copyright laws. As a general rule, you should not distribute or incorporate material that you have retrieved or copied from another website or publication, unless your usage of such material meets the legal definition of "fair use." Any employee who wishes to reproduce the contents of another website or publication for job-related purposes should contact Human Resources Department to determine whether such use is permissible.
- Fifth, while online, you should follow all applicable financial disclosure or securities laws and regulations, as well as any agreements that you may have with the Company.

#### **4. Accountability**

Please remember that the Company may monitor blogs or other electronic media. If you fail to abide by the above guidelines or the Company's Code of Conduct or other policies while online, you may be subject to legal or disciplinary action by the Company up to and including an unpaid suspension or termination. If you have any questions or concerns about any aspect of this Policy, please contact the Human Resources Department.